

# Missouri Alert Network Contact Information Form

(Form B: Nonpublic Schools)

*A **Contact Information Form** must be completed for each person deemed to receive messages from the Missouri Alert Network.<sup>1</sup> (Additional copies of this form should be made as needed). A form will not be considered valid unless it is signed by the chief executive officer of the “central office administrative unit.”*

**Internal Use Only: This Section to be Completed by the  
Missouri School Boards’ Association**

1. **Date Form Received** \_\_\_\_\_
2. **Missouri County** \_\_\_\_\_
3. **Missouri Highway Patrol Troop Region** \_\_\_\_\_

**This Section to be Completed by the Contact**

**1. Name, Title, and *Mailing* Address of Contact (Please Print)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Contact’s School Entity Name (e.g. Archdiocese of St. Louis Schools) and *Mailing* Address (Please Print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> There is no cost to a district, or for nonpublic school entities, for the “central office administrative unit,” to have one person receive messages from the Missouri Alert Network. The Missouri School Boards’ Association will invoice a school district or nonpublic entity one hundred dollars per year for each additional person to receive network messages.

### 3. Telephone Number(s) and Email Address(es) for Contact<sup>2</sup>

Telephone  
Number(s):    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email  
Address(es):    \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_

**This Section to be Completed by the Chief Executive Officer of the  
“Central Office Administrative Unit”**

### 4. Name and Signature of Chief Executive Officer

Name (Please Print): \_\_\_\_\_

Signature of Chief Executive Officer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Upon completion, Contact Information Forms should be mailed or sent by  
facsimile to—**

**Brent Ghan, Chief Communications Officer  
Missouri School Boards' Association  
General Headquarters Building  
2100 I-70 Drive Southwest  
Columbia, Missouri 65203  
Facsimile: 573-445-9981**

<sup>2</sup>In the event the Missouri Alert Network is activated, a message will be sent to the telephone number(s)—landline and cellular—and the email address(es) listed in # 3 above. Toll-free telephone numbers (e.g. 800 numbers) may not be used as contact telephone numbers in the Missouri Alert Network.